

DETACHMENT H

24 JUNE 1971

STANDARD OPERATING PROCEDURE

H-10-24

DETACHMENT SECURITY CHECK POLICIES AND PROCEDURES

- I. PURPOSE: This SOP sets forth the requirement for complete Security Checks of all Detachment areas at the close of each workday to assure that Detachment classified and sensitive material is safeguarded and is not subject to compromise and/or unauthorized exposure.
- II. SCOPE: The provisions of this SOP apply to all Detachment personnel.

III. RESPONSIBILITIES:

- (1) The Chief Security is responsible for monitoring this continuing security program.
- (2) All Detachment personnel are responsible for adherence to the policies and provisions set forth in this SOP.
- (3) Section Chiefs and Office Heads are charged with the responsibility for these provisions in their respective sections, subsections, and work areas.

IV. DEFINITIONS:

- (1) Initial Security Check: That check required for Detachment personnel to assure that all classified information and/or project sensitive material under their individual control is secured in available safekeeping equipment within their offices, and that the security check sheet located on top of the safekeeping equipment is initialed to certify that the safe has been physically checked and found to be secured.
- (2) Double security check system: That system whereby an individual within the section, subsection, or office is identified and scheduled to conduct a second complete section wide security check, to be completed after the initial security check is accomplished.

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V. PROCEDURES:

- (1) At the close of business each workday all Detachment personnel are required to conduct a complete security check of their office and work areas prior to their departure from the hangar. Responsibilities

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include a comprehensive check of workbenches, desks, classified waste cans, etc., to assure that all classified and/or project sensitive material is securely stored in the safe keeping cabinets or other security areas afforded for these purposes. All safekeeping equipment must be closed and the 3 way combination lock secured by positive locking and the rotation of the lock dial four complete turns in either direction. A final check of the safkeeping equipment will be made. Once it is determined that the safe is in fact secure, the individual will sign off on the security check sheet located on top of the cabinet, with his initials and the time closed.

- (2) Each Section Chief/Supervisor will be responsible for making up a working schedule whereby section individuals will be specifically identified and assigned the double check security duty in that section for each workday. This individual will be responsible for the double check security requirement and will complete a security check of the entire section area to assure that the area is clear of classified material and to check each safe keeping container to assure that it is secured. He will then fill out the double check security form and turn it in to the appropriate section office when he departs the hangar/office area.
- (3) Should an employee return to the hangar after the initial and secondary security checks have been performed, he must initial off on the security check form on any safekeeping equipment he opens and then closes. He will then request the security guard to complete the double check security requirement. This will be recorded on the double check security form by the employee and then turned over to the security guard.

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D Detachment Commander

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